

State Personal Responsibility Education Program Guidance Documents

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State PREP Project Calendar

FY2010 Awarded Grantees

Date	Event/Activity
December 2, 2010 (12:30 – 2:00 pm EST)	Webinar – Identifying Programs
February 1, 2011	Post-Award State Plan Due Date
June 6, 2011	Post-Award State Plan Approval Decisions by FYSB
July 2011	Notification and Instructions from FYSB on the submission of Letter of Intent
August 30, 2011	Letter of Intent for FY2011 and/or FY2012 Funding
February 2011	Bimonthly Conference Call
April 30, 2011	Semi-Annual Progress Report Financial Status Report (SF269)
April 2011	Bimonthly Conference Call
June 2011	Bimonthly Conference Call
July or August of 2011 (TBD)	Annual Meeting – Location TBD
September 30, 2011	Award of FY2011 Funding
October 31, 2011	Semi-Annual Progress Report Financial Status Report (SF269)

State Personal Responsibility Education Program (PREP) Grantee Reporting Requirements Time Line

Grant Number: 1001_ _PREP

Program Specialist: LeBretia White 202-205-9605 lebreitia.white@acf.hhs.gov
Grant Specialist: Nathaniel Morris West 202-401-1230 nathaniel.west@acf.hhs.gov

Program Officer Mailing Address:

ATTN: Project Officer
Family and Youth Services Bureau
1250 Maryland Ave, SW, Rm. 8312
Washington, DC 20024
Fax: 202-205-9535

Grant Officer Mailing Address:

ATTN: Grant Specialist
Office of Grants Management
370 L'Enfant Promenade, SW, 6th Floor
Washington, DC 20447
Fax: 202-401-1230

Due Date	What's Due	Project Period Covered	Submit
February 1, 2011	Post Award State Plan (SF-424)	8/2/2010 to 9/30/2012	<ul style="list-style-type: none"> Original and two copies mailed to Program Specialist
August 30, 2011	Letter of Intent for FY2011 Funding	9/30/2011 to 9/29/2013	<ul style="list-style-type: none"> Original mailed to Program Specialist
April 30, 2011	1 st Semi- annual Program Progress Report	9/30/2010 - 3/31/2011	<ul style="list-style-type: none"> Original mailed, faxed or emailed to Program Specialist
April 30, 2011	1 st Semi-annual Financial Status Report (SF 269)	9/30/2010- 3/31/2011	<ul style="list-style-type: none"> Original mailed to Grant Specialist Faxed or emailed copy to Program Specialist
October 31, 2011	2 nd Semi-annual Program Progress Report	4/1/2011- 9/29/2011	<ul style="list-style-type: none"> Original mailed, faxed or emailed to Program Specialist
October 31, 2011	2 nd semi-annual Financial Status Report (SF 269)	4/1/2011- 9/29/2011	<ul style="list-style-type: none"> Original mailed to Grant Specialist Faxed or emailed copy to Program Specialist
April 30, 2012	1 st Semi- annual Program Progress Report	9/30/2011 - 3/31/2012	<ul style="list-style-type: none"> Original mailed, faxed or emailed to Program Specialist
April 30, 2012	1 st Semi-annual Financial Status Report (SF 269)	9/30/2011- 3/31/2012	<ul style="list-style-type: none"> Original mailed to Grant Specialist Faxed or emailed copy to Program Specialist
October 31, 2012	2 nd Semi-annual Program Progress Report	4/1/2012- 9/29/2012	<ul style="list-style-type: none"> Original mailed, faxed or emailed to Program Specialist

October 31, 2012	2 nd semi-annual Financial Status Report (SF 269)	4/1/2012-9/29/2012	<ul style="list-style-type: none"> • Original mailed to Grant Specialist • Faxed or emailed copy to Program Specialist
April 30, 2013	1 st Semi- annual Program Progress Report	9/30/2012 - 3/31/2013	<ul style="list-style-type: none"> • Original mailed, faxed or emailed to Program Specialist
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October 31, 2013	2 nd semi-annual Financial Status Report (SF 269)	4/1/2013-9/29/2013	<ul style="list-style-type: none"> • Original mailed to Grant Specialist • Faxed or emailed copy to Program Specialist
April 30, 2014	1 st Semi- annual Program Progress Report	9/30/2013 - 3/31/2014	<ul style="list-style-type: none"> • Original mailed, faxed or emailed to Program Specialist
April 30, 2014	1 st Semi-annual Financial Status Report (SF 269)	9/30/2013-3/31/2014	<ul style="list-style-type: none"> • Original mailed to Grant Specialist • Faxed or emailed copy to Program Specialist
October 31, 2014	2 nd Semi-annual Program Progress Report	4/1/2014-9/29/2014	<ul style="list-style-type: none"> • Original mailed, faxed or emailed to Program Specialist
October 31, 2014	2 nd semi-annual Financial Status Report (SF 269)	4/1/2014-9/29/2014	<ul style="list-style-type: none"> • Original mailed to Grant Specialist • Faxed or emailed copy to Program Specialist
April 30, 2015	1 st Semi- annual Program Progress Report	9/30/2014 - 3/31/2015	<ul style="list-style-type: none"> • Original mailed, faxed or emailed to Program Specialist
April 30, 2015	1 st Semi-annual Financial Status Report (SF 269)	9/30/2014-3/31/2015	<ul style="list-style-type: none"> • Original mailed to Grant Specialist • Faxed or emailed copy to Program Specialist
October 31, 2015	2 nd Semi-annual Program Progress Report	4/1/2015-9/29/2015	<ul style="list-style-type: none"> • Original mailed, faxed or emailed to Program Specialist
October 31, 2015	2 nd semi-annual Financial Status Report (SF 269)	4/1/2015-9/29/2015	<ul style="list-style-type: none"> • Original mailed to Grant Specialist • Faxed or emailed copy to Program Specialist

Note: The reports must be signed by your **Authorized Representative** as named in your original grant application.

The Financial Status report can be found online at:

<http://www.acf.hhs.gov/programs/ofs/forms.htm>

Scroll down to Reporting and click onto **SF- 269 FORM**

Post-Award State Plan Requirements

Required Documents

- Abstract (maximum of 500 words)
- Transmittal – Cover Letter signed by Authorized Representative
- SF-424 - Application for Federal Assistance (as applicable to note changes)
- SF424A – Budget Information Non-Construction Programs
- Budget and Budget Narrative
- SF-P/PSL - Project/Performance Site Location
- Table of Contents
- Program Narrative
- Appendix

Abstract Components

- Project Title
- Service Area
- Name of Grantee
- Address of Grantee
- Web Address of Grantee
- Award Amount
- Project Director and/or Primary Contact
 - Name, phone, fax, email address
- Program Model(s)
- Overview of the Plan

Program Narrative Components

- Goal Statement
- Updated Need Statement
- Target Population
- Program Management
- Program Plan/Approach
- Models to be Replicated/Implementation Strategy
- Sub-Awardee Involvement
- Collaborations and Stakeholder Participation

Post-Award State Plans Formatting

- Maximum of 90 pages – including the appendix
- Double spaced - 8 1/2" x 11" paper - 12" font
- Single sided and numbered pages
- Original and 2 copies
- Curriculum to be provided to a T/TA contractor for Medical Accuracy Assessment after the review of the State Plan

Post-Award State Plan Timeline

- Due Date: February 1, 2011 (Plans may be submitted on or before the due date.)
- Federal Review Period: February 1, 2011 through June 6, 2011
- Approval Decision: by June 6, 2011
- Implementation Period: Approval Decision Date through 9/30/2012

Grant Application Budget Related Documents

SF-424A Form Budget Information – Non-Construction Programs

The form can be found at this URL: http://www.acf.hhs.gov/grants/grants_resources.html

Budget and Budget Narrative Documents

1. Budget – This should be in a spreadsheet or table format. Both the Federal and non-Federal budget items should be clearly marked. The budget should reflect the budget cost categories outlined in SF-424A (i.e. personnel, benefits, travel, equipment, supplies, contractual, other, and indirect costs) and identify all line items within each category. Grantees should provide a specific itemization of the budget.

2. Budget Narrative – The grantee should provide a justification supporting the need to allocate funds for items in the spreadsheet or table format of the itemized budget. The justification should provide a clear description of how the budget items directly relate to the completion of project activities. In the contractual category, indicate if the sub-award was awarded competitively or non-competitively. If the sub-award is a sole source/non-competitive award, provide a brief explanation of the rationale for the selection of the sub-awardee(s).

Budget Categories

The components of the budget and budget narrative are the line item categories and the type of funding (Federal and non-Federal share), as indicated below:

- 1) Personnel – Salaries of staff performing tasks directly related to the project.
- 2) Fringe Benefits – The amount paid by an employer to cover non-wage benefits. This includes (but is not limited to) health insurance, disability insurance, retirement, pensions, life insurance, and dental insurance.
- 3) Travel – Lodging, transportation and per diem costs for out of town meetings and conferences for salaried personnel only (not consultants or contractors).
- 4) Equipment – Tangible nonexpendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.
- 5) Supplies – All personal property excluding equipment, such as office supplies.
- 6) Contractual – Costs of subcontracts for services and goods except for trainer and consultant costs, which should be indicated in the “Other” category. Subgrants and subawards are contracts, as they require another entity to provide services to meet the scope of work as indicated in the funding opportunity announcement.
- 7) Construction – A project, funded through a discretionary grant or a cooperative agreement, to support the initial building, renovation or large scale modernization or permanent improvement of a facility. Construction costs are not allowed in most FYSB discretionary grants.
- 8) Other – Such costs, where applicable and appropriate, may include but are not limited to insurance, food, professional services costs (consultants), space and equipment rentals, printing and publication, computer use, training costs, tuition and stipends, staff development costs, furniture, fuel, program supplies, local travel, accounting, evaluation, and administrative costs.
- 9) Total Direct Charges – The costs that can be specifically identified with a particular project, program, or activity.
- 10) Indirect Costs – Costs that are incurred for common or joint objectives and therefore cannot be identified readily and specifically with a particular sponsored project, program, or activity but are nevertheless necessary to the operations of the organization. For example, the costs of operating and maintaining facilities, administrative salaries, etc. An ***Indirect Cost Rate Agreement*** provided by a

Federal government agency establishes the percentage of the organization's total costs to its direct cost base.

Indirect Cost Rate Agreement

Website for requesting instruction on how to obtain an Indirect Cost Rate: <http://rates.psc.gov/>

Website of contacts for assistance in obtaining an Indirect Cost Rate Agreement:

<http://rates.psc.gov/fms/dca/map1.html>

Sample Format for Itemized Budget

(Note: This is only a sample. The exact formatting is not required.)

Categories of Funding	Federal Funding	Non-Federal Funding (if applicable)
Personnel		
Position 1 (FTE .50) Salary \$50,000	\$25,000.00	
Position 2 (FTE 1.0) Salary \$45,000	\$45,000.00	
Personnel Total	\$70,000.00	
Fringe Benefits		
Social Security (6%)	\$3,000.00	
Medicare (5%)	\$2,000.00	
Health Insurance (3%)	\$1,000.00	
Fringe Benefits total	\$6,000.00	
Travel		
Annual Meeting		
Hotel 3 night* 3 staff *\$150 per night	\$1,350.00	
Flight \$250.00 RT * 3 staff	\$750.00	
Ground Transportation \$20 RT *3	\$60.00	
Meals/IE \$70 per diem *3 days *3 staff	\$630.00	
Travel Total	\$2,790.00	
Equipment		
Equipment Total	\$0.00	
Supplies		
Videos 3 * 55.00/eac	\$165.00	
Supplies Total	\$165.00	
Contractual		
A Research Co. 3 studies @ \$6000 ea.	\$18,000.00	
Contractual Total	\$18,000.00	
Other	\$0.00	
Other Total		
Indirect Costs	\$0.00	
Indirect Costs Total		
Total Project Budget	\$96,955.00	

**State Personal Responsibility Education Program (PREP)
Orientation Webinar Frequently Asked Questions (FAQs)
November 17, 2010**

1. Can you explain in more detail what determines the eligibility of a State to receive PREP funds? (Q. 26-27 in the Funding Opportunity Announcement (FOA) Orientation F.A.Q.) For example, what if current efforts use other federal funds rather than State funds?

Questions 26-27 from FOA FAQs

#26. Please provide a fuller explanation of what is meant on page 12 of the PREP FOA when it states: “No payment of PREP funds shall be made to a State if the expenditure of non-Federal funds by the State for activities, programs, or initiatives for which PREP funds are to support is less than the amount expended by the State for such activities, programs, or initiatives for fiscal year 2009.”

See Section I.3.x. (p. 12) of the FOA. This is referred to as Maintenance of Effort (MOE). Under MOE, no State, Stakeholder, and/or Sub-grantee is allowed to supplant, or reduce, their current level of spending regarding any teen pregnancy programs that are currently in operation.

#27. Is a State eligible to receive PREP funding if the State spent \$0 in non-Federal funds in FY2009 for activities, programs, or initiatives for activities, programs and initiatives to educate youth on both abstinence and contraception for the prevention of pregnancy and sexually transmitted infections, including HIV/AIDS and adulthood preparation subjects?

See Section I.3.x, (p. 12) of the FOA. Under Maintenance of Effort, no State, Stakeholder, and/or Sub-grantee is allowed to supplant, or reduce, their current level of spending regarding any teen pregnancy programs that are currently in operation. States that have not previously funded activities, programs and initiatives to educate youth on both abstinence and contraception for the prevention of pregnancy and sexually transmitted infections, including HIV/AIDS and adulthood preparation subjects are eligible to make application for PREP funding.

Response: As stated below in the responses to questions 26 and 27 of the PREP Funding Opportunity Announcement FAQs, all States are eligible to receive PREP funds. However, the State PREP funding should not be utilized to supplant current State budgeted expenditures on PREP related programs and activities. The funding should be utilized to expand and create new pregnancy prevention services throughout the State.

2. What is the timeline for the evaluation components? When do you anticipate states will know if they have been selected to participate?

Response: The timeline for FYSB to establish evaluation components has not been determined, however it is anticipated that the evaluation plan will be completed by the fall of 2011. It is also anticipated that States will receive notification regarding the selection of grantees to participate in the evaluation by July 2011.

3. Should any additions to a curriculum addressing the adulthood preparation subjects be taken from an evidence-based curriculum already on the list of 28 programs?

Response: It is possible that some of the 28 Evidence Based Models on the Office of Adolescent Health's website may include a few of the adulthood preparation subjects, however, it is the responsibility of the State to make the necessary adaptations to ensure that at least 3 of the 6 adulthood preparation subjects are addressed in program implementation. Also, caution should be taken when including adaptations in order to minimize alterations to the core components of the evidence program model.

4. Can funds be used to support a state wide teen pregnancy coalition if one does not currently exist?

Response: No. Funds for the State PREP grant award must be utilized to enable States to support personal responsibility education programs that replicate evidence-based effective program models or substantially incorporate elements of effective programs that have been proven on the basis of scientific research to change behavior, which means delaying sexual activity, increasing condom or contraceptive use for sexually active youth, or reducing pregnancy among youth.

5. In the state plan, must we identify the sub-grantees or may we just provide a description of the process we will use to identify sub-grantees (i.e. In my State, this would be our Call for Proposals where we would list our selected Evidence Based Practice(s) and then allow for proposals from agencies, non-profits, etc.)? The Call for Proposals would be selective to ensure that we only have experienced and reputable agencies. We understood just providing the process was acceptable for the abbreviated application portion, but we are not sure about the State Plan.

Response: Grantees must identify the sub-grantees and provide available documentation to support the agreement between the State and the grantee.

As stated in Section IV.4.vi (p. 26) *Sub-Awardee Involvement and Collaborations and Stakeholder Participation of the Funding Opportunity Announcement*, State Plans are to “include sub-awardee documents and/or clear descriptions of when the State will forward copies of formal partnerships, yet to be determined.”

6. In the webinar-
<http://www.thenationalcampaign.org/federal/funding/PDF/8.9.10webinar.pdf> they said that we could use "Multidimensional Treatment Foster Care" as an Evidence Based Practice, but it's not in the list that came with the funding announcement. Is this acceptable?

Response: FYSB is not responsible for information shared in the National Campaign’s webinar. However, as indicated in the State PREP legislation and Funding Opportunity Announcement, evidence based models selected must replicate evidence based effective programs or substantially incorporate elements of effective programs that have been proven on the basis of rigorous scientific research to change behavior, which means delaying sexual activity, increasing condom or contraceptive use for sexually active youth, or reducing pregnancy among youth.

7. What is the page limit for the Post-Award State Plan narrative?

Response: The page limit for the Post-Award State Plan is 90 pages for the program narrative and appendices. The program narrative must be typed in 12” font, double spaced and have numbered pages.

8. Are the budget, budget justification and SF- 424A Budget Information-Non Construction Program documents submitted with the Post-Award Plan to address all five years or just for the first year of PREP funding?

Response: The submission of budget documents is required for FY2010. If your State intends to request funding for FY2011, you may provide budget documents for both years. The submission of budget documentation for FY2012 – FY2014 is not required at this time.

9. In our State we plan to sub-grant the funds. Is it the responsibility of the State agency to evaluate the success of the programs? If so, should we expect the grantees to provide the evaluation or hire an independent contractor? Finally, should we have a pre-and post-test created for evaluation?

Response: It is the responsibility of the State to report on performance measures and to provide fiscal and programmatic oversight to sub-awardees. States and their sub-awardees, that are selected for the national evaluation, will be given instructions on the evaluation process at a later date. In regards to a pre-and post-test for evaluation, additional information, training and technical assistance will be provided after FYSB's evaluation contractor has been selected.

10. Will we receive our full allotment each year of the five year grant period? Including the first year? Also, if we submit our plan and it is approved in advance of the February deadline (we are aiming to get it in by Christmas), when will we be able to draw down the funds?

Response: State grantees have received the full allotment as indicated in the FOA. Upon approval of the Post-Award State Plans, the restriction on the funding will be lifted and available for expenditure on program implementation. If Post-Award State Plans are received prior to February 1, 2011, FYSB will review the plans in the order of receipt and provide the approval status to grantees by June 6, 2011.

11. We have some ideas that aren't fully fleshed out at this point, but I'm wondering how the approval of state plan process will go. Will there be opportunities along the way for us to float our ideas past you before moving fully ahead with the plan? We would hate to get far along with our plan and then be informed that it isn't acceptable and have to start over.

Response: FYSB anticipates having training and technical assistance contractors in place by the end of December. The contractors will be able to provide technical support to grantees in the development of Post-Award State Plans and implementation of their projects.

12. I have a quick question about the PREP funds. I know we cannot draw down the funds until our state plan is accepted. My question is will the funds be retroactive to October 1, 2010?

Response: The PREP funds, upon release of the restriction, will be retroactive to the date of the release of the FOA (July 30, 2010) for expenses related to the development and submission of the Abbreviated Application and Post-Award State Plan. The effective date of utilization of awarded funds for implementation will be the date that the State is notified that the Post-Award State Plan has been approved.

13. TPP grant – would like a list of evidence based programs that will be replicated---state by state summary?

Response: Summaries of each State’s program will be made available on the FYSB website after all of the Post-Award State Plans have been approved.

14. Is a Memoranda of Understanding required for cross collaboration between two different grants awards (i.e. PREP grant and another funding source) within the same department/agency?

Response: Cross collaboration is permissible to the extent that there is no comingling of federal funds provided to the department/agency and that the funds are not utilized to supplant or replace current public or private funding or ongoing or usual activities of any entity involved in the project.

15. If a PREP grantee plans to make sub-awards to the grant in addition to providing other resources and training activities for sub-awardees, are states required to highlight the proposed activities that are being implemented by the various sub-awardees (although sub-awardees are not selected before the state plan deadline)? Or Can the state list activities that it will conduct to assist prospective sub-awardees in fulfilling PREP requirements in planning, implementation and evaluation?

Response: The grantee is not required to address the sub-awardees current activities as they relate to the proposed activities to be fulfilled in the sub-awardee agreement. The grantee should address the work to be performed by the sub-awardee and how the State grantee will provide oversight and support.

16. Must States select one curriculum for the entire state or can sub-awardees choose separate evidence-based models?

Response: States are not restricted to utilizing one model throughout the entire state. States and/or their sub-awardees are allowed to select multiple evidence based models to be implemented in various communities. The only stipulation is that the selected model(s) meets the legislative requirements of replicating evidence-based effective programs or substantially incorporating elements of effective programs that have been proven on the basis of rigorous scientific research to change behavior... and addresses (1) both abstinence and contraception and (2) incorporates at least three of the adulthood preparation subjects.

17. Are states expected to include program adaptations in the Post-Award State Plan? While states can anticipate some adaptations, sub-awardees may decide they need to make adaptations once they begin to implement the program. Should states then report adaptations after program delivery? And would the sub-awardee adaptations be considered a modification?

Response: States should incorporate all anticipated adaptations in the Post-Award State Plan. If additional adaptations are later discovered and required for program implementation, the grantee is to submit documentation that notes the request for FYSB's review and approval of modifications to the program.

18. May grantees use resources to support the development of state level medical accuracy panels (kind of answered in Q4, but slightly different question)?

Response: Significant utilization of resources for a state level medical accuracy panel is not likely to be approved. It is expected that grantees will utilize Federal funding for project implementation. FYSB's technical assistance contractors will assist with medical accuracy reviews.

19. May a grantee address more than three adult preparation subject areas? And may the adult preparation subjects vary among sub-awardees?

Response: The legislation requires States to incorporate at least three adulthood preparation subjects. States can address more than three of the adulthood preparation subjects in the implementation of each project, however, each project and/or sub-awardee is required to address a minimum of three subjects.

20. Few of the evidence-based program models contain adult preparation subjects. Are States expected to add these to any model selected? Should States integrate the adult preparation subjects into the model program, or should the adult preparation be stand alone activities/services?

Response: The legislation requires programs to address at least three of the adulthood preparation subjects. The adult preparation subjects can be added to the end of the model intervention or incorporated into the curriculum. Any adaptations to the curriculum should be reviewed with the developer to ensure that fidelity is not compromised.

21. Will FY 2011 and succeeding years require a full application?

Response: For FY 2011 and all subsequent years, a full application is not required. However, grantees must submit a letter of intent to continue the

project. The letter of intent must include the grant document number, level of refunding requested, a description of changes to the previously approved plan, and a corrective action update, as applicable and as requested.

22. How and when will the funds be distributed after FY 2011?

Response: Funds will be awarded after FY 2011 to grantees awarded in FY 2010 and/or FY 2011 upon the annual submission of a complete letter of intent and updated work plan for fiscal years 2012 through 2014.

23. If we are selecting a program from the “Tier 1” list – will we need to send in the curriculum for the medical accuracy check?

Response: All States must submit a medical accuracy certificate and submit program curricula for medical accuracy review regardless of which evidence based program has been selected. FYSB will provide instructions on how to submit curriculum materials.

24. If we have sub-awardees, will they be invited to attend the annual conference? Can they be considered one (or more) of our two staff required to attend?

Response: Yes. Sub-awardees may attend the conference and be considered as one (or more) of the two staff required to attend. The staff in attendance to the conference must include one of the lead program staff and/or a staff that is integrally involved in the collection of data.

25. The FOA states that we should budget for 1-2 key staff persons to attend the annual meeting. Today you said three, can you clarify?

Response: The correct number of staff required to attend the Annual Meeting is two (2).

26. Are PREP grantees required to work with the States Abstinence grantees? Similar to what you’re requiring from the Abstinence Grant?

Response: No. There is no requirement for State PREP and Title V State Abstinence grantees to work together in implementing teen pregnancy prevention programs. However, it may be beneficial for the respective grantees to work cooperatively to implement the projects. FYSB may jointly offer teen pregnancy prevention resources to the State PREP and State Abstinence grantees throughout the project period.

27. Can States use programs proven as medically accurate, but outside of the 28 recommendations?

Response: States may utilize any evidence based pregnancy prevention model that has been proven on the basis of rigorous scientific research to change behavior.

28. Is the expectation that the plan will be finalized for the February submission or is the understanding that the state award submission in February is a working document and will be improved upon prior to a final submission? Considering holidays and internal review, the February 1st deadline only give States four weeks to submit a plan. Can ACF extend the due date for the post award state plan submission?

Response: Yes. It is required for the Post-Award State Plans to be submitted to FYSB by February 1, 2010. At this time, it is not anticipated that FYSB will grant extensions on the submission of Post-Award State Plans. Plans are due by February 1, 2011 and if the plan is not approved by FYSB, grantees will have an opportunity to resubmit with the necessary revisions.

29. The guidance says “Funds must be used for a program designed to educate adolescents on both abstinence and contraception to prevent pregnancy and STIs, including HIV/AIDS, and at least three adulthood preparation subjects...” Among the list of 28 Evidence Based Programs, many do not include both abstinence and contraception AND adult prep subjects. Will ACYF/FYSB provide guidance in this area or leave it up to states to put together a combination of programs to comply with this?

Response: A significant number of resources have been made available to grantees on the FYSB web site at <http://www.acf.hhs.gov/programs/fysb/content/programs/tpp.htm>. The resource listing includes web links to sites and experts that provide information on various topics related to implementing teen pregnancy prevention programs.

30. If we target an age group that isn't included in most of the EBPs listed (e.g. older teens) how much flexibility will we have in selecting a program that is not on the list?

Response: State programs may target any youth between the ages of 10-19 and pregnant or parenting mothers under the age of 21 as indicated in the funding opportunity announcement and legislation. Also, grantees have the flexibility to select models that are not included in the list of 28 Evidence Based Programs. Please, see the responses to FAQs # 16 and # 29 in this document.

31. What evidence-based programs works with pregnant and parenting teens or teens infected with HIV?

Response: An example of a model that addresses HIV/AIDs and STIs is Be Proud! Be Responsible!. Be Proud! Be Responsible! Be Protective! is a model targeted to pregnant minors and young female parents. States should review the web page entitled “Programs for Replication - Intervention Implementation Reports” located on the Office of Adolescent Health’s (OAH) web site for details on the description and target population for each of the 28 models found to be evidence based in the evidence review at <http://www.hhs.gov/ash/oah/prevention/research/programs/index.html>.

In total, 28 programs met the evidence based review criteria, reflecting a range of program models and target populations. Of those programs, 20 had evidence of impacts on sexual activity (for example, sexual initiation, number of partners, or frequency of sexual activity), 9 on contraceptive use, 4 on STIs, and 5 on pregnancy or births. Again, grantees are not restricted to selecting one of the 28 models. Other researched, evidence based models can be proposed in grantees’ Post-Award State Plans.

**ACF PERFORMANCE PROGRESS REPORT
COVER PAGE
ACF-OGM-SF-PPR**

		Page	of Pages
1. Federal Agency and Organization Element to Which Report is Submitted	2. Federal Grant Number	3a. DUNS	
		3b. EIN	
4. Recipient Organization (Name and complete address including zip code)		5. Recipient Identifying Number or Account Number	
6. Project/Grant Period Start Date: (Month, Day, Year) End Date: (Month, Day, Year)		7. Reporting Period End Date (Month, Day, Year)	8. Final Report? <input type="checkbox"/> Yes <input type="checkbox"/> No
		9. Report Frequency <input type="checkbox"/> annual <input type="checkbox"/> semi-annual <input type="checkbox"/> quarterly <input type="checkbox"/> other (If other, describe: _____)	
10. Performance Narrative			
11. Other Attachments <i>(attach other documents as needed or as instructed by the awarding Federal Agency)</i>			
12. Certification: I certify to the best of my knowledge and belief that this report is correct and complete for performance of activities for the purposes set forth in the award documents.			
12a. Typed or Printed Name and Title of Authorized Certifying Official		12c. Telephone (area code, number and extension)	
		12d. Email Address	
12b. Signature of Authorized Certifying Official		12e. Date Report Submitted (Month, Day, Year)	
		13. Agency use only	

**ACF PERFORMANCE PROGRESS REPORT
COVER PAGE
ACF-OGM-SF-PPR
INSTRUCTIONS**

Item	Data Elements	Instructions
1.	Awarding Federal agency and Organizational Element to Which Report is Submitted	Enter the name of the awarding Federal agency and organizational element identified in the award document or otherwise instructed by the agency. The organizational element is a sub-agency within an awarding Federal agency.
2.	Federal Grant or Other Identifying Number Assigned by the awarding Federal agency	Enter the grant/award number contained in the award document.
3a.	DUNS Number	Enter the recipient organization's Data Universal Numbering System (DUNS) number or Central Contract Registry extended DUNS number.
3b.	EIN	Enter the recipient organization's Employer Identification Number (EIN) provided by the Internal Revenue Service.
4.	Recipient Organization	Enter the name of recipient organization and address, including zip code.
5.	Recipient Account Number or Account Number	Enter the account number or any other identifying number assigned by the recipient to the award. This number is strictly for the recipient's use only and is not required by the awarding Federal agency.
6.	Project/Grant Period	Indicate the project/grant period established in the award document during which Federal sponsorship begins and ends. Note: Some agencies award multi-year grants for a project/grant period (e.g., 5 years) that are funded in increments known as budget periods or funding periods. These are typically annual increments. Please enter the project/grant period, not the budget period or funding period.
7.	Reporting Period End Date	Enter the ending date of the reporting period. For quarterly, semi-annual, and annual reports, the following calendar quarter reporting period end dates shall be used: 3/31; 6/30; 9/30; and or 12/31. For final PPRs, the reporting period end date shall be the end date of the project/grant period. The frequency of required reporting is usually established in the award document.
8.	Final Report	Mark appropriate box. Check "yes" only if this is the final report for the project/grant period specified in Box 6.
9.	Report or Frequency	Select the appropriate term corresponding to the requirements contained in the award document. "Other" may be used when more frequent reporting is required for high-risk grantees, as specified in OMB Circular A-110.
10.	Performance Narrative	Leave blank and complete Form ACF-OGM-SF-PPR-B
11.	Other Attachments	Attach other documents as needed or as instructed by the awarding Federal agency.

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			Page	of Pages
1. Federal Agency and Organization Element to Which Report is Submitted	2. Federal Grant Number	3a. DUNS		4. Reporting Period End Date (MM/DD/YYYY)
		3b. EIN		

Program Indicators			
(1) Item	(2) Activity Description	(3) Indicator	(4) Explanation
B-01	Major activities and accomplishments during this period		
B-02	Describe any challenges related to the areas addressed in item B-01		
B-03	Significant Observations		
B-04	Organizational Issues		

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Program Indicators			
(1) Item	(2) Activity Description	(3) Indicator	(4) Explanation
B-05	Technical assistance and Training		
B-06	Activities planned for next reporting period		

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INSTRUCTIONS

Schedule

Submit the original progress report to the Office of Grants Management, Division of Discretionary Grants, and a copy to the Program Office. Reports are due 30 days after the end of the second and fourth quarters of the budget period (every six months).

A FINAL PROGRAM REPORT IS DUE 90 DAYS AFTER THE PROJECT PERIOD END DATE.

Item	Data Elements	Instructions
1	Awarding Federal agency and Organizational Element to Which Report is Submitted	Enter the name of the awarding Federal agency and organizational element identified in the award document or otherwise instructed by the agency. The organizational element is a sub-agency within an awarding Federal agency.
2	Federal Grant or Other Identifying Number Assigned by the awarding Federal agency	Enter the grant/award number contained in the award document.
3a	DUNS Number	Enter the recipient organization's Data Universal Numbering System (DUNS) number or Central Contract Registry extended DUNS number.
3b	EIN	Enter the recipient organization's Employer Identification Number (EIN) provided by the Internal Revenue Service.
4	Reporting Period End Date	Enter the ending date of the reporting period. For quarterly, semi-annual, and annual reports, the following calendar quarter reporting period end dates shall be used: 3/31; 6/30; 9/30 and or 12/31. For final PPRs, the reporting period end date shall be the end date of the project/grant period. The frequency of required reporting is usually established in the award document.
Program Indicators		
B-01(4)	Major activities and accomplishments during this period	Recommend use of project task charts from approved grant application and/or project work plan with this section. Describe any draft/final products related to the project.
B-02(4)	Challenges	Describe any deviations or departures from the original project plan including actual/anticipated slippage in task completion dates, and special problems encountered or expected. Use this report section to advise Project Officer and Grants Management Specialist of resolution or actions taken to resolve the challenges presented during the reporting period.
B-03(4)	Significant observations	List the type and number of services accessed by target population, the number of youth serviced in each community and other relevant project data
B-04(4)	Organizational Issues	Briefly describe any organizational (i.e. staffing and personnel , policy and procedures) and planning team issues that affected the management of the grant during the reporting period.
B-05(4)	Technical Assistance and Training	Describe any issues, functions, or processes that your organization needs addressed through technical assistance, training, national conferences or on-site visits.

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B-06(4)	Activities planned for next reporting period	Briefly describe.
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Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 0970-0334. The time required to complete this information collection is estimated to average three (3) hours per response, including the time to review the instructions, search existing data resources, gather the data needed, and complete and review the information collection. **If you have suggestions about the accuracy of the estimate, we would be happy to hear from you.** You can email us at infocollection@acf.hhs.gov.